


ODF Incident Rest Matrix

	Incident Management Rest (IMR)	REST AND RECOVERY
Definition	A 24-hour period during which the individual is relieved of all duties at home unit	A 24-hour period during which the individual is relieved of all duties at home unit
Purpose	Mitigate fatigue	Mitigate fatigue
Managed By	Incident Commander/Employee's Supervisor	Employee's Supervisor
Policy Location	ODF SharePoint	ODF SharePoint
Days on Assignment	Worked 14 consecutive 12 hour days assigned and at an incident. Does not include travel to and from the home unit.	Worked 21 days away from official work station and includes travel to and from home unit.
Threshold #1	Worked a 14 day Standard Assignment, or longer.	Away from official work station 21 or more consecutive days
Compensation	Paid for 8 hours at straight time	Paid for 8 hours at straight time
Pay Code	Dependent on FLSA status of position ¹	RRS or RRX
FLSA Non-Exempt	<p>When the IMR day falls on an employee's regular day to work, use Type RHX and is recorded as REGULAR hours on the P003 payroll screen.</p> <p>When the IMR day falls on a regular scheduled day off, use Type RFX and is recorded as OTHER hours on the P003 payroll screen.</p>	<p>When the Rest and Recovery day falls on an employee's regular day to work, use Type RRS and is recorded as REGULAR hours on the P003 payroll screen.</p> <p>When the Rest and Recovery day falls on a regular scheduled day off, use Type RRX and is recorded as OTHER hours on the P003 payroll screen.</p>
FLSA Exempt	<p>When the IMR day falls on an employee's regular day to work, use Type RHS and is recorded as REGULAR hours on the P003 payroll screen.</p> <p>When the IMR day falls on a regular scheduled day off, use Type RFS and is recorded as OTHER hours on the P003 payroll screen.</p>	Same as above.

¹ Per request, HR can provide a report showing FLSA status of positions from the P030 screen. It is advisable to request this report at the start of fire season and/or out-of-state dispatches.



OREGON DEPARTMENT OF FORESTRY PROCEDURE DOCUMENT

Title: Standard Assignment Procedure	Related Policy Title: Standard Assignment Policy
Division/Program: Protection From Fire	
Applicability: Department Employees on an Incident	
Effective Date: May 1 st , 2017	Last Review Date: New Procedure
Approval Name: Doug Grafe	Review Interval: Five years
Signature: 	Custodian: Robert Young
	Position: Fire Prevention & Policy Manager

Introduction: The agency adopted the Standard Assignment Policy to foster a safe and productive work environment for department employees during and after incidents by communicating that a department employee assigned to an incident be prepared for the assignment to last 14 consecutive days, if needed. Department employees who complete a standard assignment shall receive incident management rest. In addition, if a department employee is on an incident(s) away from the employee's official work station for 21 consecutive days or more the employee shall receive rest and recovery time.

Definitions:

Department employee: All Oregon Department of Forestry permanent, limited duration, seasonal, and temporary employees assigned to an emergency incident. Does not include Administratively Determined (AD) employees.

Incident: An occurrence when a department employee is relieved of all of the employee's regular duties and assigned duties as a result of a natural disaster such as fire, flooding or earthquake; Governor or President declared emergency; the Conflagration Act; civil unrest; public health emergencies; or any other emergency occurrence requiring response.

Incident management rest: A 24-hour rest period when the agency relieves the department employee of all duties. The emergency incident they were assigned to on day 14 pays them 8 hours of straight time.

Rest and recovery: A 24-hour rest period when the agency relieves the department employee of all duties, and pays them eight hours of straight time. The emergency incident they were assigned to on day 21 pays them 8 hours of straight time.

Standard assignment: 14 consecutive days working 12 hours per day while at and assigned to an incident. Travel time to and from the home unit shall not count toward the standard assignment.

Procedure

Check-in: During the check-in process, each employee shall provide the date for the first day of the standard assignment to have documented into the e-ISuite database. This is the first day an employee works 12 hours on the incident, not including travel time.

In some cases, employees may have been immediately reassigned from another incident. Employees shall inform check-in because in that instance, the 12 hour consecutive days worked on the previous incident may count toward the standard assignment, including the travel day from one incident to another.

Tracking: The Demob Unit may produce a list of each employee's name with the projected end of the Standard Assignment and provide the list to the command and general staff members. Each section chief is responsible to track the days on assignment of the employees they manage. Based on the number of resources assigned to the operations section, the resource unit leader may assist the operations section chief with tracking of the standard assignment.

Incident Management Rest: Department employees who complete a standard assignment shall receive incident management rest. The employee receives incident management rest to mitigate fatigue, provide rest and ensure fire readiness after completing a standard assignment. Incident management rest shall be taken the day immediately following the travel day back to the regular duty station, even if the day is a regularly scheduled day off. The employee will receive 8 hours paid straight time.

Exception Process: When an incident approaches the length of a standard assignment, the incident commander may evaluate the incident situation to determine if any of the following critical factors are present.

- Life and property are imminently threatened
- Suppression objectives are close to being met
- Replacement resources are unavailable, or have not yet arrived

If an incident commander determines the need for department employees to work longer than the standard assignment, the incident commander may request an exception to the policy through the protection division chief.

The protection division chief, in-consultation with employees' district forester or program director, makes the final decision on any exception or modification to the standard assignment policy at the incident. This includes exceptions such as: working beyond the standard assignment, taking an incident management rest day prior to the end of a standard assignment, and "where" the incident management rest is taken, and others related to individual circumstances and fire related needs.

Documentation of Exceptions: Documentation for an exception shall be on a standard assignment exception form. The completed standard assignment exception form shall be kept in the employee's incident time keeping file with a copy provided to the employee, their incident supervisor, and their home unit supervisor.

Rest and Recovery: In addition to incident management rest, employees on fire assignments away from their official work station for 21 consecutive days or more shall receive 24 hours off, with eight hours pay at straight time, upon return to their official work station for rest and recovery. Travel days do count toward the 21 consecutive days for rest and recovery. The home unit supervisor is responsible to ensure eligible employees receive the rest and recovery time off.

Time entry: For incident management rest and/or rest and recovery, the 8 hours of straight time shall be coded as:

- When the IMR day falls on an employees regular day to work, use Type RHX for FLSA Non-Exempt and Type RHS for FLSA Exempt, and is recorded as REGULAR hours on the P003 payroll screen.

- When the IMR day falls on a regular scheduled day off, use Type RFX for FLSA Non-Exempt and Type RFS for FLSA Exempt, and is recorded as OTHER hours on the P003 payroll screen.

These pay codes apply to management service employees.

There is no need for a completed shift ticket for the incident management rest or a rest and recovery day. It shall be documented on the employee's regular time sheet at the home unit.

Both incident management rest and rest and recovery time shall count towards the 40 hours worked in a week. Both incident management rest and rest and recovery is paid only at 8 hours paid straight time.

Procedure History	
<i>Date</i>	<i>Description</i>
May 2017	Updated the pay codes

